

The successful candidate must be reliable and self-motivated who can work independently and as a team player.

As a Senior Lifeguard, you should be able to follow the safety procedures of the pool to ensure the protection of the customers, staff and facility; be able to perform tasks assigned by the Pool Manager related to the operation and maintenance of the pool; be familiar with all Pool equipment and how it works; and take charge during the absence of the Pool Manager.

DUTIES AND RESPONSIBILITIES:

- Provide customer service and a positive outlook with the public and other staff members.
- Monitor the activities of the swimmers and ensure their safety.
- Perform lifeguarding duties as per the Lifesaving Society of BC & Yukon standards.
- Instruct swimming lessons, prepare class lessons, student evaluations and maintain student's record sheet.
- Perform the daily, weekly, monthly routine maintenance: pool water testing, hosing, picking up garbage, mopping, refilling supplies, bathroom and change room cleaning and checks, opening and closing procedures, etc...
- Ensure the water chemistry and levels are balanced and adjust, if necessary.
- Be able to take charge of staff and daily tasks when the Pool Manager is absent.
- Mentor the Junior Guards, and other staff members.
- Spear-head and follow through with ideas for "fun" activities, programs and special events that creates an enjoyable time at the facility.
- Address problems and concerns to the Manager Recreation Facility/Head Lifeguard;

- Perform other tasks and duties as assigned by the Manager Recreation Facility/Head Lifeguard.

EDUCATION, KNOWLEDGE AND SKILLS:

EDUCATION: Minimum Grade 11 (minimum 16 years)

EXPERIENCE: Minimum 1 year experience as a Lifeguard/Instructor at a Municipal Pool

LICENSES/CERTIFICATES:

1. Red Cross Water Safety Instructor (*MUST be CURRENT*)
2. National Lifeguard Service
3. CPR – Level C
4. Standard First Aid/Aquatic Emergency Care
5. Lifesaving Instructor Certificate

OTHER CERTIFICATES:

1. Pool Operators Certificate (an asset)
2. Any other Aquatic Awards (an asset)



The successful candidate must be reliable and self-motivated who can work independently and as a team player.

As a Junior Lifeguard / Instructor, you should be able to follow the safety procedures of the pool to ensure the protection of the customers, staff and facility; be able to perform tasks assigned by the Manager Recreation Facility/Head Lifeguard related to the operation and maintenance of the pool; and become familiar with all Pool equipment and how it works.

DUTIES AND RESPONSIBILITIES:

- Provide customer service and a positive outlook with the public and other staff members.
- Monitor the activities of the swimmers and ensure their safety.
- Perform lifeguarding duties as per the Lifesaving Society of BC & Yukon standards.
- Instruct swimming lessons, prepare class lessons, student evaluations and maintain student's record sheet.
- Perform the daily, weekly, monthly routine maintenance: pool water testing, hosing, picking up garbage, mopping, refilling supplies, bathroom and change room cleaning and checks, etc...
- Help with leading games and activities during public swim or special events.
- Report problems and concerns to the Manager Recreation Facility/Head Lifeguard.
- Perform other tasks and duties as assigned by the Manager Recreation Facility/Head Lifeguard.

EDUCATION, KNOWLEDGE AND SKILLS:

EDUCATION: Minimum Grade 10 (minimum 16 years)

EXPERIENCE: Minimum 1 year experience as a Lifeguard or Instructor at a Municipal Pool

LICENSES/CERTIFICATES:

1. Red Cross Water Safety Instructor Certificate (*MUST be CURRENT*)
2. National Lifeguard Service
3. CPR – Level C
4. Standard First Aid/Aquatic Emergency Care

OTHER CERTIFICATES:

1. Lifesaving Instructor Certificate
2. Any other Aquatic Awards (an asset)



**VILLAGE OF WARFIELD
SUMMER EMPLOYMENT JOB DESCRIPTION
POSITION: CASHIER/RECEPTIONIST**

The successful candidate must be reliable and self-motivated who can work independently and as a team player.

The Cashier / Receptionist performs reception, telephone inquiries and cashier duties under the supervision of the Manager Recreation Facility/Head Lifeguard.

DUTIES AND RESPONSIBILITIES:

- Greet and admit the public as they enter the pool in a polite and courteous manner.
- Remind them to shower before entering the pool.
- Provide information about the Warfield Pool's programs, lessons, rates and special events over the phone and in-person.
- Book, keep track, write receipts and receive payment for swimming lessons, rentals, swim passes.
- Be responsible for the cleanliness of the Sugar Shack and keeping shelves stocked of merchandise that is sold to the public.
- Ability to handle money, make change, and have workable knowledge of office equipment: cash register, debit machine, and prepare appropriate reports.
- Ability to complete daily End of Day deposits and maintain balanced cash boxes between the Concession and Pool income.
- Keep an accurate record of daily swimmers.
- Assist with the clean up duties at closing time, and perform other duties as assigned by the Manager Recreation Facility/Head Lifeguard

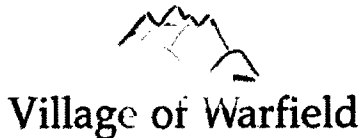
EDUCATION, KNOWLEDGE AND SKILLS:

EDUCATION: Minimum Grade 10 (minimum 16 years)

EXPERIENCE: Minimum Cashier experience

LICENSES/CERTIFICATES: 1. Standard First Aid (*MUST be CURRENT*)

OTHER CERTICATES: 2. Bronze Cross



**VILLAGE OF WARFIELD
SUMMER EMPLOYMENT JOB DESCRIPTION
POSITION: SLIDE ATTENDANT**

The successful candidate must be reliable and self-motivated who can work independently and as a team player.

The Slide Attendant is responsible for the safety of the users of the Water Slide and is under the supervision of the Pool Manager.

DUTIES AND RESPONSIBILITIES:

- Provide quality customer service and remain positive with the public.
 - Provide supervision and be attentive and to ensure the public's safety while using the Waterslide.
 - Monitor the flow of traffic on the Waterslide.
 - Knowledgeable and able to enforce the Rules & Regulations of the Waterslide.
 - Performs assigned maintenance and janitorial duties as required.
 - Relieves for the Cashier/Receptionist during breaks
 - Reports problems and concerns to the Manager Recreation Facility/Head Lifeguard.
 - Perform other tasks and duties as assigned by the Manager Recreation Facility/Head Lifeguard
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EDUCATION, KNOWLEDGE AND SKILLS:

EDUCATION: Minimum Grade 10 (minimum 16 years)

EXPERIENCE: Minimum Cashier experience

LICENSES/CERTIFICATES:

1. Standard First Aid (*MUST be CURRENT*)
2. Bronze Cross
3. CPR - C

This Head Lifeguard/Instructor assists the Manager Recreation Facility in providing lifeguarding and instructional services, preventative maintenance services and Warfield Centennial Pool programs, administrative duties and special events. This position will be responsible for on-deck supervision of programs and staff, in the absence of the Manager Recreation Facility, to ensure quality and consistency of program delivery and lifeguarding. Additional responsibilities include training and development of all lifeguarding/waterslide staff, as well as on-deck lifeguarding and program instruction as required.

SPECIFIC DUTIES:

1. Participates in the planning, implementation and evaluation of aquatic programs and special events, based on community needs.
2. Assists in the supervision of part-time staff and volunteers engaged in programs, lifeguarding and maintenance duties. Participates in the development and coaching of staff.
3. Coordinates daily staff assignments in the absence of the Manager Recreation Facility. Ensures appropriate staffing levels, including responding to large bather counts and/or staff illnesses.
4. Assists with administrative duties related to the delivery of Warfield Centennial Pool services as required.
5. Responsible for the supervision of staff in the absence of the Manager Recreation Facility.
6. Coordinates and conducts orientations and in-service training for Lifeguards, Instructors, Waterslide Attendants and volunteers.
7. Enforces the rules and regulations of the Warfield Centennial Pool and ensures that all safety and behavioral standards are maintained.
8. Participates in the planning and development of programs and special events; fosters an enjoyable, exciting atmosphere by leading "fun" activities during sessions.
9. Ensures quality customer service and mechanical/janitorial operation, based on established standards and procedures.
10. Responds to customer inquiries and complaints.

11. Instructs advanced aquatic and first aid courses, assists with volunteer recruitment and training, instructs programs, lifeguards and performs other related duties, all as required.
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QUALIFICATIONS:

1. Ability to deal effectively and courteously with the public and fellow staff members.
 2. Effective oral and written communication skills.
 3. Sound knowledge of operating policies and procedures for an aquatic facility.
 4. Required to assist with the training, supervising and evaluating the work performance of aquatic staff.
 5. Required to organize and lead training sessions, advanced lifeguarding and first aid programs and special events.
 6. Ability to prepare and maintain pertinent records and reports.
 7. Previous supervisory experience in an aquatic environment is an asset.
 8. Minimum two-years experience instructing advanced lifeguarding, first aid, and aquatic programs.
 9. Post Secondary education in a related field or a minimum of two-year' experience in aquatic supervision is an asset.
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REQUIRED CERTIFICATIONS:

- ✓ Pool Operators Certificate – Level 1
 - ✓ Red Cross Water Safety Instructor (WSI)
 - ✓ National Lifeguard Service (NLS)
 - ✓ Lifesaving Society Instructor (LSI)
 - ✓ AED/CPR – Level C
 - ✓ WHMIS
 - ✓ Aquatic Emergency Care or equivalent First Aid Certificate
 - ✓ Valid B.C. Driver's License
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PREFERRED CERTIFICATIONS:

- ✓ National Lifeguard Service Instructor
 - ✓ Pool Operator's Certificate – Level II
 - ✓ First Aid Instructor
 - ✓ Supervisory Training
 - ✓ Red Cross Water Safety Instructor Trainer
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